

Follow-Up

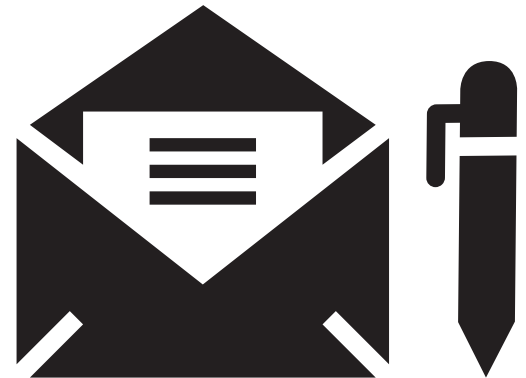


TEXAS TECH UNIVERSITY
Rawls College of Business

HANDWRITTEN THANK-YOU NOTE

Following an interview, promptly handwrite the interviewer a letter expressing appreciation and thanks for the interview. The purpose of this letter is to:

- Show appreciation for the employer's interest in you.
- Reiterate your interest in the position and in the organization.
- Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
- Demonstrate that you have good manners and know to write a thank-you letter.



IS IT OKAY TO EMAIL MY THANK-YOU NOTE ?

Handwritten are more personal, and can be appropriate for brief notes to a variety of individuals you may have met during an on-site interview. E-mail is appropriate, particularly as a supplement (i.e. do both e-mail and hard copy) when that has been your means of contact with the person you want to thank, or if your contact has expressed a preference for e-mail, or you know your contact is traveling and will not have access to hard copy mail in a timely fashion.